



Girl Scouts of the Green and White Mountains
PO Box 10832
Bedford, NH 03110-0832
888-474-9686
www.girlscoutsgwm.org

Use this Incident and Issue Report Form to document any incident or situation that may escalate into an issue, emergency or crisis. **If you are in doubt, fill out a report.**

Examples of situations that should be reported: accident, injury, serious argument or disagreement, physical fight, suspected child abuse, theft, disturbing situation or any other out of the ordinary occurrences involving Girl Scouts. This list is not all-inclusive.

- The troop/group leader or adult in charge must complete this report as soon as possible.
- Other people involved should also complete a copy of this report as soon as possible.
- Return this report to Girl Scouts of the Green and White Mountains immediately:

**Girl Scouts of the Green and White Mountains
Attention: Human Resources
PO Box 10832
Bedford, NH 03110-0832**

If you have any questions, contact your Service Unit Manager, Membership Manager, Camp Supervisor or Regional Office. You may be contacted for further information.

Girl Scouts of the Green and White Mountains
INCIDENT and ISSUE REPORT FORM
CONFIDENTIAL

Service Unit # _____ Service Unit Name: _____

Troop # / Camp: _____ Date of Incident: _____ Time of Incident: _____

Place of Incident: _____

Names of Person(s) involved: _____

Witnesses: _____

First Report: _____ Follow up of previous report: _____

Be complete and specific. Use quotes when possible. Feel free to use additional sheets to completely record the event. Attached copies of any letters, police reports, pictures or related documents.

- What occurred before, during and after the incident? Please describe in sequence. Use neutral, descriptive and detailed language.

- How was the situation dealt with?

- What follow up is needed?

Person Preparing Report: _____ Position: _____

Signature: _____ Telephone: _____

Date, Time & Place Report Prepared: _____

For Council Use:

Action Taken: _____

Signature: _____ Date: _____